

The Chronological or Reverse-Chronological Resume

The chronological resume (also referred to as reverse-chronological) format is by far, the most common resume layout in use. In using this format, the main body of the document becomes the Professional Experience section, starting from the most recent experience going chronologically backwards through a succession of previous experience. This resume works to build credibility through experience gained, while illustrating career growth over time.

Individuals with any of these conditions may effectively consider a chronological resume:

- A successive career background in the field or of similar distinction to the next job being sought after.
- Someone with limited work history, however, gaining experience in areas of competency applicable to the sought position through some previous work.
- Job_seekers with a steady track record, without significant lapses in employment.

The outline for a chronological or reverse-chronological resume will generally follow this type of pattern:

Name and Address Header
Opening Headline, Objective or Occupational Title
A brief Summary of Qualifications
Professional Experience as main body of the document
Education and specific Computer, Software or Equipment Skills or
Training

Breakdown: This resume format starts with a brief summary or objective section. Qualification Highlights sections are optional and are considered to be part of the summary section. Experience is then listed to follow the summary. Job descriptions are listed in reverse chronological order starting from most recent experience to least recent experience. The education section is next and then can be followed with additional sections such as: Publications, Professional Affiliations, Awards, Honors, Volunteer Work, etc.